

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 65-401

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Financial Management

**RELATIONS WITH THE
GOVERNMENT ACCOUNTABILITY
OFFICE (GAO)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AAFP 65-4, *Followup on Internal Air Force Audit Reports and Liaison With External Audit Organizations*, September 7, 1993; DoD Instruction 7650.01, *Government Accountability Office (GAO) and Comptroller General Requests for Access to Records*, January 27, 2009 with Change 1 dated August 24, 2011; DoD Instruction 7650.02, *General Accounting Office Reviews and Reports*, November 20, 2006; DoD Instruction 7650.03, *Followup on Government Accountability Office (GAO), Inspector General of the Department of Defense (IG DOD), and Internal Audit Reports*, December 18, 2014; and the standardized DoD and GAO administrative procedures developed jointly by the two agencies. Air Force and DoD Inspector General (IG) relationship regarding DoD IG audits is contained in AFI 65-402, *Relations With the Office of the Assistant Inspectors General for Auditing and Audit Followup, Department of Defense*. It provides guidance and procedures on interacting with Government Accountability Office (GAO) representatives engaged in carrying out statutory responsibilities of the Comptroller General. It applies to Air Force personnel at all levels who participate in Government Accountability Office reviews, including the Air Force Reserve and Air National Guard. This AFI may be supplemented at any level, but all supplements that implement this instruction must be routed to SAF/FMF Financial Operations for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests

for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363 *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

The publication has been revised. This rewrite of AFI 65-401 includes the role of the Air Force Installation Mission Support Center and includes revised office symbols. Additional guidance is provided regarding Air Force Personnel Responsibilities, the handling of access requests for records of a DoD component other than the DoD component receiving the request, records of a non-DoD entity, records containing personal information, operational plans and future military operations, and foreign intelligence and counter intelligence information. The title has changed to: Relations with the Government Accountability Office (GAO)

CHAPTER 1

GAO BACKGROUND AND STATUTORY AUTHORITY

1.1. GAO Functions. The Congress created GAO to assist in providing legislative control and oversight of the financial transactions and program implementation of the Federal Government. The GAO provides special assistance to the Congress in response to requests from congressional committees, subcommittees and Members of the Congress. Other GAO audit functions are based on existing statutes and self-initiated audits.

1.2. Statutory Authority. The Budget and Accounting Act of 1921 established GAO as part of the legislative branch of the Federal Government. The Budget, Accounting, and Procedures Act of 1950, the Legislative Reorganization Act of 1970, the Congressional Budget and Impoundment Control Act of 1974, the General Accounting Office Act of 1974, and the General Accounting Office Act of 1980 expanded and redefined GAO's functions. With certain exceptions, these acts and other provisions of the law authorize the Comptroller General to examine or review the management, programs, activities, and financial operations of the Federal Government.

CHAPTER 2

AIR FORCE PROCEDURES AND RESPONSIBILITIES

2.1. Air Force and GAO Relationships. The Air Force must fully cooperate with GAO representatives in carrying out the statutory audit responsibility of the Comptroller General. Commanders must provide facilities, temporary workspace, and access to relevant information and records. (T-1).

2.2. Air Force Personnel Responsibilities. The Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM) is responsible for Air Force liaison with the GAO. Deputy Assistant Secretary, Financial Operations (SAF/FMF) is the Air Force focal point for all contacts with the GAO. The Air Force Audit Liaison (SAF/FMFC) must:

- 2.2.1. Manage Air Force and GAO relations to achieve a cooperative, businesslike rapport.
- 2.2.2. Receive and issue GAO notices of new surveys, reviews, investigations, visits, and requests for GAO access to information to Air Force activities.
- 2.2.3. Monitor and coordinate GAO surveys, reviews, investigative and access matters with the DoD IG Office of GAO Surveys and Reviews.
- 2.2.4. Coordinate appointments of primary and alternate points of contact for each engagement, updating the DoDIG GAO Affairs Division web site GAO Liaison Analyst Data Information System (GLADIS) with the appropriate POC information. POC information is received from Air Staff and AFIMSC. Upon notification of MAJCOM and/or installation visits, SAF/FMFC provides the affected Air Force Inspection Gatekeeper the announcement and identifies the POC's appointed for scheduling purposes.
- 2.2.5. Attend all entrance and exit conferences for engagements which Air Force has equity. For those in which the Air Force is the DOD Primary Action Office, ensures the PAO is present and understands their requirements.
- 2.2.6. Receive, assign action, and ensure prompt processing of all draft and final GAO reports or related informational documents issued in lieu of draft reports.
- 2.2.7. Monitor and evaluate Air Force replies to those reports and documents to ensure replies are responsive.

2.3. HQ USAF/SAF Secretariat and Air Staff Office Responsibilities. Each Secretariat or Air Staff office must establish an audit focal point to process review notices and reports. Audit focal points must:

- 2.3.1. Assign offices of primary responsibility (OPR) and offices of collateral responsibility (OCR) based on functional areas of responsibility.
- 2.3.2. Ensure OPRs notify SAF/FMFC of the name, grade, office symbol, room number, and telephone extension of the primary and alternate points of contact within 3 working days.
- 2.3.3. Provide assistance to the OPR in resolving problems that may result from GAO contacts or visits.
- 2.3.4. Monitor suspense dates and take aggressive action to ensure that replies to GAO reports are processed timely.

2.4. Secretariat/Air Staff Central Points of Contact Responsibilities. Designated Air Force points of contact (POC) must:

- 2.4.1. Provide their name, organization symbol, and telephone number to SAF/FMFC.
- 2.4.2. Apprise other Air Force elements that may have an interest in the audit.
- 2.4.3. Attend audit in-briefings and other audit related meetings with OSD and GAO officials and monitor ongoing audit activities.
- 2.4.4. Act on audit requests for information and resolve record denial problems.
- 2.4.5. Obtain input from involved Air Force elements and provide official comments to OSD on GAO draft and final reports.

2.5. AirForce Installation Mission Support Center (AFIMSC), Field Operating Agencies (FOA), and Direct Reporting Units (DRU). AFIMSC, FOA and DRU Audit Focal Points receive GAO announcements which involve Major Commands (MAJCOMs) Installations, FOAs, or DRUs and will request POC appointments providing the POC information to SAF/FMFC. (T-1). MAJCOM, FOA and/or DRU Commanders will designate a focal point within their headquarters to manage matters involving GAO. The audit focal point must:

- 2.5.1. Keep the commander and staff informed of GAO matters.
- 2.5.2. Exercise command surveillance over GAO visits and exit interviews.
- 2.5.3. Receive and process GAO reports.
- 2.5.4. Assist functional OPRs in resolving problems that may arise concerning GAO visits, requests for information, Air Staff requests for inputs to report responses, and other such related issues.
- 2.5.4. Submit GAO visit reports containing significant matters to various Secretariat or Air Staff functional OPRs.

CHAPTER 3

PROCEDURES TO PROCESS, MONITOR, AND MANAGE GAO SURVEYS AND REVIEWS

3.1. Central Liaison and GAO Notification Letters:

3.1.1. The GAO must issue an official announcement letter when initiating new survey or review work. Air Force personnel should ensure the GAO has properly announced their work before meeting with them or providing them with information.

3.1.2. The GAO sends all audit notifications to the DoD IG Office of GAO Surveys and Reviews. A DoD IG action officer then identifies the OSD primary action office (PAO) and PAO POC and issues a tasking memorandum assigning responsibility for the GAO survey or review. The tasking memorandum also identifies collateral action offices (CAO) that are involved.

3.1.3. The DoD IG sends the GAO announcement and their tasking memorandum to SAF/FMFC who identifies the appropriate Air Force Secretariat or Air Staff OPR and sends copies of the announcement letter along with an Air Force assignment notice. Copies are also sent to other interested Air Force organizations.

3.1.4. The Secretariat or Air Staff OPR audit focal point designates an individual as the Air Force POC. This individual must work closely with the OSD PAO and DoD IG action officers to inform Air Force and DoD management of the status of the review.

3.2. GAO Headquarters-Level Entrance, Interim Status, and Exit Meetings:

3.2.1. The DoD IG normally requests the GAO to hold a joint headquarters-level entrance meeting to provide key Defense officials an opportunity to become familiar with the objectives of the review.

3.2.2. During the course of the review, DoD officials may request the GAO to hold periodic status briefings. These meetings provide DoD officials an opportunity to discuss the accuracy and completeness of GAO work results and to avoid surprises.

3.2.3. Upon completion of field work, GAO personnel generally hold an exit conference with the commander to discuss the results of their review. Unless they are precluded from discussing their findings, such as is the case with some congressional reviews, Air Force management should insist on being thoroughly out-briefed.

3.3. GAO Visits to Air Force Installations:

3.3.1. The GAO usually provides a 10-calendar day advance notice to commanders before visiting an Air Force installation. The notice transmits the security clearance of each GAO visitor and is sent directly to the place of visit with an informational copy to SAF/FMFC. In circumstances of limited work or unusual urgency, such as congressional inquiry, the notice may be given by telephone. Written confirmation is provided thereafter.

3.3.2. GAO personnel have special identification cards. Each card is serially numbered, with the photograph and signature of the authorized holder. Air Force officials should ask to see those cards to identify GAO personnel.

3.3.3. Before beginning an assignment, GAO personnel must meet with the commander or a designated representative to discuss the nature of their visit.

3.4. Written Comments and Responses to the GAO During Surveys or Reviews. Air Force functional elements will not provide the GAO with written comments or responses to reports unless it has been coordinated with the DoD IG Office of GAO Survey and Reviews.

3.5. Reports of GAO Visits (RCS: SAF-FMF(AR)9438, *GAO Visit Report*):

3.5.1. At the installation level, the commander or designee will submit a briefing report to the MAJCOM following meetings where significant matters or sensitive issues are discussed. **(T-2).**

3.5.2. At the MAJCOM, FOA, DRU level, the audit focal point should send briefing reports to the Secretariat or Air Staff functional OPR when significant problems or developments surface.

3.5.3. The AFIMSC, FOA or DRU Audit Focal Points ensure the GAO Visit report includes the following items: **(T-1)**

3.5.3.1. The names of principal GAO personnel involved, copies of any informal written products provided, the GAO work assignment code, and names of principal Air Force personnel contacted.

3.5.3.2. A summary of discussions held, deficiencies disclosed, conclusions drawn, corrective actions taken or recommended, and other significant information such as unusual GAO requests.

3.5.3.3. GAO's plans to brief congressional staff, testify at congressional hearings, or to issue a report.

3.5.4. This report is designated emergence status code C-3. Continue reporting during emergency conditions, precedence delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible.

CHAPTER 4

CLASSIFIED INFORMATION, ACCESS, SPECIAL CASES

4.1. Classified Information. Air Force personnel must release DOD classified information to properly cleared GAO representatives. (T-1). Air Force personnel must obtain receipts for Secret documents. (T-1). Air Force personnel must process Top Secret documents through the controlling Air Force Top Secret Control Office to the Top Secret Control Office of the GAO division concerned. (T-1).

4.2. Access to Information. Under Title 31, United States Code, Section 716(a), the GAO has broad access rights. DoD Instruction 7650.01 and DoD Instruction 7650.2 set forth the general DoD policy and procedures regarding GAO access to records. Air Force personnel are responsible for providing accurate and complete information to the GAO.

4.2.1. The individual with the requested information normally grants access without reference to a higher authority. Oral requests are honored provided the work was properly announced. However, the GAO may be asked to submit a specific written request to clarify the nature of the information desired.

4.2.2. Air Force personnel must process requests for information in a prompt manner that ensures the suspense is met. (T-1). There are no provisions to deny GAO access to Air Force-controlled information except when approval is obtained from the Office of Management and Budget (OMB).

4.2.3. Information in Air Force hands, originated by non-Air Force organizations or prepared at the specific request of OSD to become a part of an OSD-controlled document, is not considered Air Force-controlled information. However, the Air Force component having the information should contact the originator to clear release. Avoid unnecessary referrals.

4.2.3.1. When an access request involves a record of a non-DoD entity, the responsibility for determining the release of that record rests with the non-DoD entity. If a request involves such a record, the GAO should be advised of this fact and asked to request the record directly from the non-DoD entity. Alternatively, such a record may be released by a DoD Component with the consent of the originating entity.

4.2.3.2. When an access request is submitted to one DoD Component but involves a record of another DoD Component, the request should immediately be referred to that Component for either a direct response to the GAO or for approval of the release of the record. Air Force personnel shall advise the GAO of such referrals. (T-1). If a request involves a Future Years Defense Program or Program Budget Decisions, the GAO should be requested to seek the information directly from the OUSD(C). If a request involves technical development plans, the GAO should be referred directly to the originating office. If a request is for a record concerning operation plans or support plans involving joint Service participation, the GAO should be referred directly to the Chairman of the Joint Chiefs of Staff.

4.2.4. Information considered "internal workpapers," or which does not reflect an official Air Force position, is not denied to the GAO. However, custodians must include cautionary

explanations when providing this information. (T-1). For example, clearly mark documents as "draft, workpapers, unofficial, predecisional etc."

4.2.5. When requested information is unavailable or cannot be provided, it is often possible to substitute other documents, briefings, visual access without copies, or similar data. This substitution should only be done with GAO concurrence.

4.2.6. Usually GAO representatives work with Air Force data where it is kept and make notes, extracts, or copies as required. Reproduced copies of documents, papers, and records may be furnished to the GAO.

4.2.7. GAO normally requests information that already exists. Negotiate requests for developing special information, extracts, summaries, or analysis of data requiring considerable resources to prepare. Requests which are not resolved locally are referred to the Secretariat or Air Staff OPR for resolution.

4.3. Resolving Record Access Problems:

4.3.1. Information is released to the GAO following the guidance contained in this document. If difficulties arise, installation commanders should try to resolve the problems by consulting with higher commands, and, if necessary, with their Secretariat and Air Staff functional counterparts without taking formal referral action. Under no circumstances will an individual, commander, or unit head inform a GAO representative that the request is denied while the referral or staffing is in process. (T-1). Instead, the GAO representative should be informed that the request has been referred for appropriate action.

4.3.2. Where the MAJCOM involvement does not result in release of information to the GAO, the request and MAJCOM recommendation and rationale will be sent to the Secretariat or Air Staff functional counterpart for staffing with a copy to SAF/FMFC. The MAJCOM must ensure there is no unnecessary delay in this review and referral process.

4.3.3. If an access request involves several different records, some of which are releasable and some of which may be exempt, prompt action needs to be taken to provide access to the releasable documents and to resolve the issues related to records that may be exempt. If the Air Force ultimately decides some or all of the requested records may not be released, the Secretariat or Air Staff OPR must notify the DoD IG Office of GAO Surveys and Reviews in writing within 15 days as to which specific legal or policy basis the Air Force is using to deny GAO access. This is necessary in case the GAO Comptroller General later decides to send a formal demand letter to the Secretary of Air Force or Secretary of Defense.

4.3.4. All of the above efforts are "informal" attempts to resolve access issues. If the matter remains unresolved, the GAO Comptroller General may issue a formal demand letter to the Secretary of Air Force or the Secretary of Defense demanding access to the requested information. By law, the DoD has 20 days to respond to the GAO demand letter.

4.3.5. Secretariat/Air Staff OPRs shall keep detailed records on all actions taken about denials of exempt records.

4.4. Special Cases. While the above paragraphs provide general guidance for the release of Air Force controlled data, the following are instructions for release of "special category" information to the GAO.

4.4.1. The Air Force Audit Agency will make internal audit reports and workpapers available to the GAO. (T-1). Requests for Air Force reports of audits and workpapers should be referred to AFAA/DOO. Requests for installation reports and workpapers should be directed to the chief of the area audit office.

4.4.2. Air Force Inspector General (SAF/IG) inspection reports will be made available for GAO review. However, visual access without physical release is the primary method of releasing this information. If physical release is desired, the GAO director or higher authority must make a written request to the SAF/IG.

4.4.3. Air Force personnel must obtain SAF/IG approval to release of Air Force Inspector General Reports of Administrative Inquiry and Investigations. (T-1).

4.4.4. Air Force personnel must obtain HQ USAF/JA approval to release Separate Accident Investigations of Aircraft and Missile Accidents. (T-1).

4.4.5. Under the provisions of section 716(e) (2) of Reference (e), any record described in section 552(b) (6) of title 5, United States Code (Reference (g) consisting of personnel and medical files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, must be kept by the Comptroller General in a way that prevents unwarranted invasions of personal privacy. Accordingly, any time that such a record is furnished to a GAO representative or to the Comptroller General, Air Force personnel shall ensure the record is suitably marked to indicate that it is a personnel or medical record that is subject to the protection provisions of section 716(e)(2) of Reference (e). (T-1).

4.4.5.1. Security police and Air Force Office of Special Investigations reports may be released when approved by the heads of those organizations.

4.4.6. Outyear Program and Budget Planning information may be released after release of the President's budget. This includes all information contained in budget documents and support justification books. Note that program objective memorandum (POM) and budget estimate submission (BES) data are OSD (Program Analysis and Evaluation) controlled and may only be released at that level.

4.4.7. Requests for Future Year Defense Plan information including outyear data on non-SAR programs are referred to the OSD Comptroller. Other requests for outyear planning estimates, including initial-mission areas estimates not specifically associated with POM and BES submittals may be released. Where appropriate, attach a cover letter indicating the information is subject to change and does not necessarily constitute an official Air Force position.

4.4.8. Air Force personnel must obtain written consent from the originating agency to release any reports and documents of non-Air Force agencies. (T-1). Usually, GAO obtains those documents from the originator.

4.4.9. Air Force personnel must obtain approval of the individual that directed the preparation of the report to release any management-type studies and surveys. (T-1). Management-type studies and surveys are normally accompanied by a statement summarizing the Air Force position on the recommendations in the report.

4.4.10. Developmental and operational test and evaluation reports will be released by the final reviewing authority responsible for the report. (T-1). Interim test reports may be

released to the GAO with the understanding they are advanced or preliminary in nature and may be subject to change.

4.4.11. Air Force personnel must obtain qualifying information that reflects the Air Force position to release any Air Force headquarters validated requirement documents such as operational requirements document, mission needs statement, and mission element needs statement. (T-1). Unrelated documents may also be released before validation with the understanding they may not represent the Air Force position or consensus.

4.4.12. GAO requests for information about operational planning or conduct of military operations, war plans, force deployments, and intelligence collection and analysis are referred to the proper unified or specified command.

4.4.13. The Department limits access to operational plans and information about potential future military operations, such as execution orders, to individuals having a mission-critical role in the production, review, or execution of those plans or operations. The GAO typically does not have such a mission-critical role and is normally not granted access to operational plans or to information about potential future military operations. Exceptions to this policy should be requested through the Joint Staff and approved by the Under Secretary of Defense for Policy. Requests for information relating to Air Force operations plans or support plans are sent to the Deputy Chief of Staff Plans and Operations (HQ USAF/A3) who has release authority.

4.4.14. Although the Comptroller General may be prevented from compelling access to this information, foreign intelligence and counter intelligence information should not be denied categorically. Such information may be furnished to GAO representatives having a legitimate need to know. Therefore, denials of access to such information require careful consideration and legitimate support. The Air Force will exercise caution in releasing communications or information of foreign origin until national release approval is secured.

4.4.15. Specific guidelines for release of data that may be source selection sensitive is contained in Air Force Federal Acquisition Supplement, Appendix AA, *Formal Source Selection For Major Acquisition Programs*.

CHAPTER 5

GAO REPORTS AND FOLLOWUP

5.1. General:

5.1.1. A GAO survey or review usually results in the issuance of a report. When reports are submitted for comment, they are addressed to the Secretary of Defense, Deputy Assistant Inspector General for GAO Report Analysis, (DoD IG). That office, in turn, determines the PAO and appropriate CAOs. The PAO (with rare exception) is a component of the Office of the Secretary of Defense.

5.2. Draft Report:

5.2.1. Draft reports represent tentative findings and recommendations. They are provided to the DoD for review and comment. Care is taken by all AF management officials to prevent premature or unauthorized release, disclosure, or use.

5.2.2. The DoD IG prepares a summary of the findings and recommendations contained in the report and tasks the PAO to prepare a DoD response.

5.2.3. The tasking memorandum provides detailed instruction and scheduled dates for completing the various tasks associated with processing of the draft report. DoD Instruction 7650.2 specifically requires the PAO to review the draft report, obtain input from the CAOs, and prepare a proposed response on behalf of the Secretary for OSD level coordination and clearance prior to release to the GAO.

5.2.4. By statute, the DoD has up to 30 days to comment on a GAO draft report assuming it is submitted for comment. On occasion, a shorter comment period is necessary, usually to meet a congressional imposed deadline. In addition to preparing written comments, the DoD most always meets with the GAO to present its official comments orally. The DoD IG tasking memorandum establishes appropriate due dates for these events.

5.2.5. AFIMSC, DRU, or FOA input must be provided to the HQ USAF OPR point of contact for inclusion in the overall Air Force response when appropriate. (T-1).

5.3. Security Reviews. GAO sometimes requests the DoD to perform a security classification review of draft reports. Requests are processed through the DoD IG and SAF/FMFC and result in the tasking of a Secretariat or Air Staff OPR to provide preliminary paragraph markings and recommended downgrading instructions. The OPR provides SAF/PAS an annotated copy of the report for their use.

5.4. GAO Final Reports. The final report may be a bound document or a letter report to the Congress, congressional committee, Member of Congress, or government official. Final reports addressed to DoD organizations must be responded to by an OSD Assistant Secretary or the head of a DoD agency. As in the case of draft report processing procedures, the DoD IG will issue a tasking memorandum to the PAO and various CAOs requesting that formal comments be prepared in response to the GAO final report. In cases where final reports do not include recommendations to the Department of Defense, comments may not be required. Unless otherwise stated, 60 days are allotted for commenting on GAO final reports. A copy of the DoD

response is also sent to the House and Senate Committees on Appropriations, Government Operations, other select committees and OMB.

5.5. Other GAO-Generated Documents. Statements of fact, briefing papers, and testimony which GAO provides before or instead of draft reports are generally of an informational nature. Any responses to those documents are handled directly between appointed POC's and GAO.

5.6. Replies to GAO Reports. GAO reports concerning the Air Force and the DoD may have a significant impact on the views of the general public and the Congress. Air Force management officials must:

5.6.1. Take prompt and positive action on all GAO reports.

5.6.2. Objectively evaluate the report and be responsive to the GAO findings, conclusions, and recommendations. (T-1).

5.6.3. Indicate agreement or disagreement with GAO findings, conclusions, and recommendations, including the reason for any disagreements. (T-1).

5.6.4. State corrective actions taken or planned, including the anticipated date that proposed actions are expected to be completed. (T-1).

5.7. Followup On GAO Reports. Followup is an integral part of good management and is a responsibility shared by Air Force managers and auditors. After GAO issues a final report, Air Force management must take timely and effective corrective action on agreed-upon findings and recommendations which apply to their programs and activities. (T-1). The DoD IG performs periodic inquiries and followup reviews to assess the adequacy of corrective action taken. DoD Instruction 7650.03 prescribes basic policies for this system.

5.8. Air Force Status Reports. The following Air Force procedures apply when responding to DoD IG followup status requests.

5.8.1. SAF/FMFC will suspense follow up tasking memorandums received from the DoD IG to Secretariat and Air Staff offices. Secretariat/Air Staff OPRs will closely track and monitor open action items through their completion.

5.8.2. Secretariat and Air Staff OPRs are responsible for reporting the status of management actions. If an action has been completed, the OPR will provide a synopsis of the completed action together with a complete response to the status inquiry. Where corrective action has not been taken, the OPR will explain the slippage and provide a revised completion date. OPRs will submit the completed response to SAF/FMFC.

5.8.3. When a status report cites potential monetary benefits as a result of implementing a recommendation, the OPR must comment on the accuracy of the benefit, and coordinate those comments with SAF/FMB. Secretariat/Air Staff OPRs will ensure any comments relating to National Guard Bureau benefits are coordinated with NGB/FMA.

5.8.4. SAF/FMFC will forward Air Force comments or status reports to the DoD IG.

DOUGLAS E BENNETT
Principal Deputy Assistant Secretary of the Air
Force
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ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instruction 7650.01, Government Accountability Office (GAO) and Comptroller General Requests for Access to Records, January 27, 2009 with Change 1 dated August 24, 2011

DoD Instruction 7650.02, Government Accountability Office Reviews and Reports, November 20, 2006

DoD Instruction 7650.03, Followup on Government Accountability Office (GAO), Inspector General of the Department of Defense (IG DOD), and Internal Audit Reports, December 18, 2014

AFPD 65-4 Followup on Internal Air Force Audit Reports and Liaison With External Audit Organizations, September 7, 1993.

AFI 33-360 Publications and Forms Management, December 1, 2015

Prescribed Forms

AF Form 847 *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFAA—Air Force Audit Agency

AFAA/DO—Air Force Audit Agency, Directorate of Operations

AFIMSC—Air Force Installation Mission Support Center

ANG —Air National Guard

BES—Budget Estimate Submission

DoD IG—Department of Defense Inspector General

DRU—Direct Reporting Unit

FOA—Field Operating Agency

GAO—Government Accountability Office

HQ USAF/JA—Judge Advocate General

HQ USAF/A3—Deputy Chief of Staff Operations, Plans and Requirements

MAJCOM—Major Command

NGB-National Guard Bureau—OMB-Office of Management and Budget

OPR—Office of Primary Responsibility

OCR—Office of Collateral Responsibility

OSD—Office of Secretary of Defense

PAO—Primary Action Office

POC—Point of Contact

POM—Program Objective Memorandum

SAF/FM—The Assistant Secretary of the Air Force, Financial Management and Comptroller

SAF/FMF—Deputy Assistant Secretary for Financial Operations

SAF/FMFC—Air Force Audit Liaison

SAF/FMFR—Director for Accounting Policy and Reporting

SAF/IG—Secretary of Air Force Inspector General

SAF/PAS—Chief Office For Security Reviews